

UNOS Staff Travel Expense and Reimbursement Policy

Effective July 1, 2017

General Eligibility for Reimbursement:

UNOS will reimburse approved travel costs for staff and contractors who are traveling for the purpose of conducting UNOS business including travel for OPTN contract reasons. Employees and contractors must have authorization from their Director or Travel Approver before travel arrangements can be confirmed.

Airfare & Train:

Reservation Procedures - Staff will use UNOS' online booking tool as the first option to book travel and is expected to book the lowest cost coach fare that will accommodate the traveler's needs. Meeting Partners will assist staff as needed and will verify management approvals and compliance with this policy. Travelers are requested to book airline reservations at least one month in advance of travel.

Unused Ticket Credit – An unused ticket credit occurs when a traveler cancels an existing airline ticket before the travel date. The value of that ticket, minus an airline change fee, can be used for that traveler only, up to a year after the original ticket issue date. Staff who have an unused UNOS airline ticket credit on file are expected to use that credit for future travel.

Earned Ticket Credit – Earned Ticket Credits are airline loyalty rewards earned by UNOS on specific airlines. Meeting Partners will review each ticket booked to determine if an earned ticket credit can be used. If an earned ticket credit can be used, Meeting Partners will inform the traveler of the process and handle the ticketing. Frequent flyer miles are not earned when a ticket credit is used.

Airline Ticket Changes – UNOS will cover fees resulting from airline ticket changes if the changes are related to UNOS business. Travelers who request ticket changes for reasons unrelated to UNOS business will be responsible for ticket change fees. Changes in airline ticketing due to emergencies will be handled on a case by case basis.

Booking Earlier Return Flight - If staff chooses to fly stand-by or book a confirmed seat on an earlier return flight within 24 hours of scheduled departure time, associated fees will be reimbursed up to \$100.00. Staff leaving on an earlier flight due to an emergency will be handled on a case by case basis.

First Class Air Travel - UNOS will not reimburse first class airfare unless it is the same price as low cost coach fare. If staff chooses to fly first class, UNOS will reimburse the amount for a low cost coach fare on the same flight.

Staff Travel from Richmond to Chicago – Staff traveling between these two cities can book non-stop flights:

- If flying in and out the same date.
- If staying over at least one night, the total ticket price does not exceed \$800.00. If the cost exceeds \$800, at least one connecting flight must to be used to lower the cost

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Reaccommodation of flights-

Involuntary - If a traveler is removed from a flight and rebooked for a later time, UNOS will reimburse necessary business costs while the employee is delayed

Voluntary - If a traveler chooses to take a later flight due to an incentive offered by the airline, UNOS will not reimburse any additional costs incurred by the traveler

Hotel:

UNOS will reimburse the reasonable cost of overnight accommodations for the number of nights necessary to conduct UNOS business. When determining the number of overnight stays, Meeting Partners will take into account the distance between the departing and destination cities, time zones crossed, and the flights available to and from those cities. If UNOS has a rooming list and master account for the hotel, all staff rooms will be billed to the master account.

Ground Transportation:

Use of Personal Vehicle - UNOS will reimburse mileage incurred for business travel at the applicable IRS rate based on date travelled.

Home Airport - UNOS will reimburse mileage, if necessary, (up to 10 miles each way) for staff traveling on a normally scheduled workday. Other than normally scheduled workdays, UNOS will reimburse mileage to/from a staff member's home and the airport.

Destination Transportation – If UNOS provides staff ground transportation for any events or meetings, any other type of ground transportation is not reimbursable. If UNOS does not provide ground transportation, staff is expected to use the least expensive option that is convenient.

Rental Cars –UNOS will reimburse for rental cars as deemed necessary. Staff must elect rental car insurance coverage and minimize additional rental car fees. If staff elects to rent a car when less expensive modes of travel are available, UNOS would reimburse costs up to the amount of the less expensive modes needed for the duration of the stay.

Meals:

UNOS will reimburse individual meal costs during travel. When staff is present at a meeting location and a group meal is being provided, UNOS will not reimburse individual meal costs. Individual meal costs must be reasonable.

UNOS will reimburse one meal costs up to \$45.00 per person. The meal limit, usually the evening meal, includes the cost of the meal, alcoholic beverages consumed with the meal, and tips/gratuities. Exceptions to the \$45 meal limit must be approved by the Executive Director.

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Loyalty Programs, travel points, frequent flyer miles, and/or other promotional items:

Travel points, frequent flyer miles, and/or other promotional items earned by individuals as a result of their business travel for UNOS are considered personal items. This interpretation is in alignment with IRS Announcement 2002-18.

Airline Miles & Upgrades – Staff are eligible to accumulate personal frequent flyer miles while traveling on UNOS business, except when a ticket credit is used. Staff are responsible for frequent flyer information in each reservation. Account inquiries and upgrade requests through frequent flyer programs are handled through the airlines, not UNOS Meeting Partners.

Hotel loyalty programs – Staff are eligible to earn hotel loyalty points or rewards when travelling on UNOS business, except when staff rooms are billed to a master account.

Miscellaneous Expenses:

Parking Fees – UNOS will reimburse parking fees incurred during travel for UNOS business. If staff chooses to use valet parking, UNOS will reimburse the cost up to the amount of general parking.

Internet Charges – UNOS will reimburse reasonable internet connection charges to conduct UNOS business.

Fitness Center Fees- UNOS will reimburse employees the incurred cost of fitness center use when traveling, at a maximum of \$10 per day

Non-Reimbursable Expenses:

In-room movies
Dry cleaning/laundry
Upgrades or other personal charges
Costs incurred on personal travel days

Expense Reports:

Expense reports must be completed in order to comply with UNOS and government contract requirements. It is the responsibility of the employee to comply with the intent and provisions governing expense reports. Failure to comply with procedures can impact the ability of UNOS to be reimbursed for expenses attendant to work performed under government contracts.

- Staff must submit approved travel expense reports and expense reimbursement requests to the Finance Department within three months of the date the expense was incurred.
- Staff who receive a travel advance must submit an approved travel expense report to the Finance Department within two weeks of return to UNOS from the trip. If a portion

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of the travel advance was not used, staff must refund the unused portion to the Finance Department within the same two week period.

- All travel expense reports and check requests must be accompanied by supporting documentation and ~~required~~ itemized receipts detailing all charges. For meals, charges for alcoholic beverages must be listed separately from all other charges. Upon approval by his/her supervisor, staff's expense reports are forwarded to the Finance Department for audit and payment.

Results of Policy

- If incurred expenses are not submitted according to this policy, staff will not be reimbursed for those expenses.
- If a travel advance and the related expense report is currently outstanding beyond the two week period, additional travel advances will not be issued until that trip is resolved.
- Staff may be subject to UNOS disciplinary processes if he/she fails to reimburse UNOS for any unused portion of a travel advance. Travel advances are for business use only, not personal expenses.

Billing of Travel Time:

Staff's travel work hours begin when they leave their residence or office to when they arrive at the meeting site. For return trips, staff's travel work hours begin when they leave the meeting site to when they arrive back at work or their residence.